



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 60-3	Subject: JUVENILE PAROLE AGREEMENT
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Applicable ACA Standards: 2-7008, 2-7125, 2-7131, 2-7132, 2-7137, 2-7138, 2-7143, 2-7175, 2-7178, 2-7180	Revision Date: 02-10-04, 09-15-04, 11-06-06, 11-23-07
Signature: /s/ Karen Duncan	Effective Date: 12-31-02
Signature: /s/ Steve Gibson	

I. BUREAU DIRECTIVE:

Youth Community Corrections (YCC) Bureau employees will follow established procedures to ensure all youth under supervision are adequately advised and have signed parole agreements reflecting restrictions and conditions of parole. All youth must have signed parole agreements prior to release from the correctional facility. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Juvenile Parole Agreement - a document outlining conditions of parole and signed by a youth prior to release from a correctional facility or secure-care facility contracted with the State of Montana.

III. PROCEDURES:

A. STEPS:

RESPONSIBILITY:

1. The parole agreement will be forwarded to the facility Caseworker/Case Manager (this includes a secure care facility counselor in facilities contracted with the State) upon completion of the approved field investigation or upon notice from the contracted facility that the offender is nearing completion of the program. Specific conditions of the Juvenile Parole Agreement will reflect treatment needs, accountability, and community protection. Juvenile Parole Officers (JPO) can recommend to Superintendent the addition of special conditions to the parole agreement to enhance community protection and/or facilitate the youth's adjustment in the community. In cases where the youth is approved and accepted for placement at a Transition Centers, the JPO will complete the parole agreement and forward it to the facility. JPO
2. A conference call with the facility Caseworker/Case JPO,

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Manager, the JPO, and the youth prior to release from the facility to review and sign the Juvenile Parole Agreement, confirm the parole date and establish reporting instructions.

Facility Caseworker /
Case Manager

3. The signed original Juvenile Parole Agreement is immediately forwarded to the JPO. Copy to the Transition Centers' Director when applicable.

Facility
Caseworker/Case
Manager

4. The Juvenile Parole Agreement is reviewed and signed at the first scheduled meeting with the offender. The JPO shall meet with the youth within 24 hours of placement, excluding weekends and holidays. When possible, a parent(s), guardian(s), custodian(s) or representative(s) should be present.

JPO,
Transition Centers'
Director

5. The signed original Juvenile Parole Agreement shall be kept in the youth's permanent file and a copy given to the youth and the parent(s), guardian(s), custodian(s) or their representative(s). **The signed original Juvenile Parole Agreement cannot be modified.**

JPO

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

V. REFERENCES:

<u>52-5-127, MCA</u>	<u>Control Over Youth Released Under Parole Agreement</u>
<u>52-5-126, MCA</u>	<u>Youth Parole Agreement</u>
<u>53-1-203, MCA</u>	<u>Powers and Duties of Department of Corrections</u>
<u>41-5-1523 MCA</u>	<u>Commitment to Department - Supervision</u>
<u>YCC 4.6.6</u>	<u>Furlough/Release/Discharge-Youth</u>

VI. ATTACHMENTS:

[YCC 60-3 \(A\) Juvenile Parole Agreement](#)
[YCC 60-3 \(B\) Juvenile Parole Agreement-Supplemental Form](#)